

# SOUTH PARK STAKEHOLDERS G R O U P

*Dedicated to the Economic, Social and Cultural  
Vitality of South Park—Downtown Los Angeles*



## Executive Committee

**Tuesday September 18<sup>th</sup>, 4:00 p.m.**

**South Park Stakeholders Group – CBID**

**Villa Flores, 1020 Flower Street, Downtown Los Angeles, CA 90015**

**Present:** Gary Warfel, Robin Bieker, Bob Buente

**Staff:** Marco Li Mandri

**Guest:** David Kohn, 1<sup>st</sup> Enterprise Bank

## **MINUTES**

Discussions held and recommendations made to the Board:

<b><i>Item</i></b>	<b><i>Discussion</i></b>	<b><i>Action taken?</i></b>
<b>Review of new bank</b>	Robin had invited David Kohn to meet with the Executive Committee to talk about the advantages of 1 <sup>st</sup> Enterprise Bank. David and his assistant mentioned how they are only a business bank, have only three branches, work closely with Non-profits and would want to work with the new association on the Board. A lengthy discussion followed. It was decided to move the account to 1 <sup>st</sup> Enterprise Bank once we had received the incorporation papers for the new corporation.	<b>The Executive Committee, after being authorized by the Board, is moving our account from B of A to 1<sup>st</sup> Enterprise Bank as soon as we received our stamped articles of incorporation from the Secretary of State</b>
<b>SOBO Committee Chair</b>	Discussion was held on the need for a Chair of the Sidewalk Operations, Beautification and Committee, (SOBO). After discussion, Bob volunteered to be the interim Chair of the Committee. The Committee deals with the contractors related to clean and safe services and is the single largest part of the budget.	<b>Bob will serve, on an interim basis, as the SOBO Committee Chair and make recommendations to the Board on service providers for the 2013 contract.</b>
<b>Approval of Articles of Incorporation</b>	The Board had received the copy of the articles of incorporation and the bylaws. Discussion was held on the process for creating the new corporation and getting a contract with the City to administer the CBID. After	<b>The articles of incorporation and bylaws were approved by the Executive</b>

	discussion was held on how we needed to attempt to get 501(c)3 status, Bob moved and Robin seconded that the articles and bylaws, presented be approved. The Exec Committee had not heard any feedback from the Board on the bylaws after they were distributed so we decided to proceed with the copy that was distributed at the Sept. Board meeting.	<b>Committee. Marco's staff will do the filing with the Secretary of State and fill out the IRS application for C3 status. The new corporation will be known as the "South Park Association"</b>
<b>Employee manual</b>	Marco reported that he was working with Cliff and the Hospital HR department to finalize the Employee manual that was submitted at the last meeting	<b>No action</b>
<b>Review of contracts</b>	Discussion was held on the status of all existing contracts. The legal, financial review, accounting and consulting contracts were discussed. The Exec Committee reviewed the budget and determined that we needed to restructure the budget to ensure that the budget matched the management district plan. Bob asked that the Exec Committee be sent the 2013 Management District Plan so they can review it	<b>No action taken</b>
<b>Solicitation of proposals for Bookkeeper</b>	The Exec Committee would like to spend less than 70k on accounting services in 2013 so it was decided to solicit proposals for an in house bookkeeper. Marco will solicit proposals and submit to the Committee	<b>No action taken</b>
<b>Process for approval of 2013 budget</b>	Marco stated that each committee should review their allocation under the 2013 Management District Plan and set budget priorities based upon the allocation of funds. The Exec Committee will also decide what to do with the carried forward and propose that to the Board. The goal is to have a final budget to the Board by December. Discussion was held on how the numbers and categories in the current budget were generated	<b>No action taken</b>
<b>Next Executive Committee Meeting</b>	October 8 <sup>th</sup> , 2:30 for interview of three candidates for the Executive Director position at the South Park office	

**Minutes taken by Marco Li Mandri, staff.**